



**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES**

P.O. BOX 119
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June 19, 1998

PROCUREMENT CIRCULAR NO. 1998-05 (C)

TO: ALL Chief Procurement Officers

SUBJECT: Hawaii Public Procurement Manual

Attached for your distribution is the Hawaii *Public Procurement Manual, NO KE KU 'AI ANA . . . to purchase*. This manual is a composite of the Hawaii Public Procurement Code, Chapter 103D of the Hawaii Revised Statutes, and Title 3, Subtitle 11, Hawaii Administrative Rules on procurement.

It provides users with a quick reference and overview of the various methods of procurement for goods, services, or construction; explains the responsibility for property management of state property; and informs users of the services available from the Surplus Property Office. The manual also offers a detailed key word index which gives brief explanations of terms and their application by citation in the statute or rule.

Chief Procurement Officers (CPO) shall supplement this manual with additional policies and procedures specific to your own jurisdictions. The supplemental pages should be inserted in the manual at the time of distribution (see page vi of the manual for the CPO Supplemental Index).

A handwritten signature in dark ink, appearing to read "Lloyd I. Unebasami".

LLOYD I. UNEBASAMI
Administrator
State Procurement Office

JF:sk

Attach.